

JOB DESCRIPTION: **PAROLE AND PROBATION OFFICER 2**DATE: **07/01/2012**

---

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Community Justice	<b>CLASSIFICATION:</b>	225
<b>SUPERVISOR:</b>	Director, Community Justice	<b>SALARY RANGE:</b>	PO2
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	FOPPO

---

**GENERAL STATEMENT OF DUTIES:** Perform professional corrections casework investigating and supervising misdemeanor and felony offenders under the jurisdiction of the County Community Corrections Program. Supervise and implement sanctions and programs to assist in offender accountability and behavior change. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervise a general or specialized caseload of adult felony and misdemeanor offenders on probation or parole in the community.

Monitor compliance to conditions of supervision and release and report violations to the Sentencing Authority.

Make home, employment, office, field, jail and collateral contacts according to departmental standards. Maintain chronological records of all contacts by date and subject of discussion.

Assess, counsel and refer to mental health, substance abuse treatment, community service work, employment services, day reporting, support groups, sex offender and domestic violence treatment, and social service agencies. Coordinate with treatment/service providers and with criminal justice system. Facilitate cognitive education groups.

Conduct body searches, monitor and or take bodily substances for testing, i.e., urinalysis, breathalyzer, etc.

Make decision to arrest offenders in accordance with departmental rules and procedures. Set up and conduct arrest. Transport offenders as necessary.

Prepare supervision plan, risk assessment and needs assessment.

Prepare reports as follows: Presentence Investigations, violation, modification and special information reports, unusual incident, early termination, Post Sentence, Interstate Compact, Pre-Parole, Transfer, etc. Submit reports including appropriate recommendations.

Maintain data and program evaluation.

Testify in court or before the Grand Jury. Participate in Morrissey Hearings.

Promote public relations and education in the County. Cooperate with and respond to common needs of social agencies, law-enforcement agencies and judicial officials in the supervision of offenders. Make presentations to schools and community organizations, and supervise and train volunteers, practicums, and interns.

Develop and implement programs and sanctions to hold offenders accountable and to assist in changing offender behavior.

**JOB DESCRIPTION: PAROLE AND PROBATION OFFICER 2**DATE: **07/01/2012**

---

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Lead Probation Officer and the Director of Community Corrections who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in behavioral science or related field and four years of work experience in the corrections or criminal justice field with a minimum of two years specific experience performing case work with offenders. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within three (3) months of employment, Law Enforcement Data System Certification. Possession of, or ability to obtain within one (1) year of employment, BPSST certification as a Parole/Probation Officer. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of behavior and adjustment problems in law offenders and methods of treatment. Considerable knowledge of state criminal laws, federal law, case law decisions, state administrative rules and parole rules and Attorney General opinions.

Familiarity with computers systems and their use.

Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile adults.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB DESCRIPTION: PAROLE AND PROBATION OFFICER 2****DATE: 07/01/2012**

---

Daily contact with adult offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting correctional offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.